

Early Years Apprentice (Level 2 or Level 3)

Job Description and Person Specification

Job Description

Job Title: Early Years Apprentice (Level 2 or Level 3 Apprenticeship Qualification)

Reports to: Nursery Manager / Room Leader

Hours: 40 hours per week, full year

Location: Kingsley Explorers Nursery

Contract Type: Fixed-term apprenticeship, typically 12–18 months (duration of the apprenticeship)

Salary: In line with apprentice rate, or above

Purpose of the Role

To support the delivery of high-quality care and education for children aged 0–5, while undertaking a recognised Early Years qualification, for example Level 2 or Level 3. The apprentice will learn to support children's learning, development and wellbeing in line with the EYFS framework.

Key Responsibilities

Childcare and Learning

- Support the planning and delivery of engaging, age-appropriate activities in line with the EYFS.
- Assist in observing, monitoring and recording children's development.
- Support children's personal, social and emotional development.
- Help create a safe, stimulating and inclusive learning environment.

Safeguarding and Welfare

- Promote and safeguard the welfare of all children at all times.
- Follow all safeguarding, health and safety, and nursery policies.
- Assist with hygiene routines, including toileting, nappy changing and meal supervision.

Team Support

- Work under the supervision of qualified staff to develop practical skills.
- Contribute positively to the nursery team and daily routines.
- Attend staff meetings and training sessions as required.

Parent Engagement

- Build positive and professional relationships with parents/carers.
- Share information appropriately under supervision.

Apprenticeship Commitment

- Attend college/training provider sessions as required.
- Maintain a portfolio of evidence and complete coursework on time.
- Actively engage in development reviews and assessments.

General Responsibilities

- Maintain confidentiality at all times.
- Demonstrate a positive, enthusiastic and professional attitude.
- Undertake any other reasonable duties commensurate with the role.

Person Specification**Essential Criteria**

- **Qualifications / Education:** Minimum GCSE, or equivalent, in English and Math's, or willingness to work towards.
- **Skills and Experience:** Genuine interest in working with young children; ability to work as part of a team; good verbal and basic written communication skills; willingness to learn and take direction.
- **Personal Attributes:** Caring, patient and nurturing approach; reliable and punctual; positive attitude and good work ethic; commitment to safeguarding and child welfare.

Desirable

- Previous experience, voluntary or informal, with children.
- Awareness of the Early Years Foundation Stage (EYFS).
- Interest in progressing into a long-term childcare career.
- To hold a Paediatric First Aid qualification. Successful candidate would need to work towards this or renew if expired.

Other Requirements

- Suitable to work with children, subject to enhanced DBS check.
- Commitment to completing the full apprenticeship programme.